

UNITED STATES PATENT AND TRADEMARK OFFICE  
EAST AND WEST TRAINING APPLICATION FORM

The United States Patent and Trademark Office is offering training courses to the public on how to use the **WEST** and **EAST** on-line database text and image retrieval systems. The cost for training is \$25 due with the application form. The fee can be paid by check, money order, credit card, or deposit account. Confirmed class seats can be rescheduled for a later time if written cancellations are received two weeks prior to the class date. This fee is non-refundable. Individual instructions can be pre-arranged for a three hour class at \$120 depending on staff availability.

The **WEST** class covers all basic text searches features, from keyboard and Boolean logic to command functions and index searching, with practice time. This is a 7 hour class, given once a month, from 8:30am to 3:30pm.

The **EAST** class is a fast paced course for a user with on-line database and Boolean logic experience. Text searching using indexes and the use of the browser screen for rapid patent retrieval. This is a 3 1/2-hour class given once a month from 8:30am to 12:00pm.

**Please arrive a half-hour before class so you may obtain a badge and password in the Patent Search Room (PSR). Please bring with you a photo ID, such as a driver's license or a passport, that has your current home address on it. Badges can be obtained at the registration desk of the PSR and passwords at the Online Desk inside the PSR.**

To enroll in the class, complete the training application form indicating your selected form of payment and first and second choices of class dates (see posted schedule). Forms with payment may be left at the registration box located at the service desk in the Patent Search Room or may mailed to: U.S. Patent and Trademark Office, Attn: Public Search Facilities Branch (CP3-2C04), Washington, DC 20231, or faxed with appropriated payment to (703) 308-2316. **You will be notified of your confirmed date.** For further information concerning class registration or participation, please contact Juanita Baker at (703 308-3040).

***APPLICATION FORM IS ON REVERSE SIDE***  
**APPROPRIATE PAYMENT MUST ACCOMPANY THIS FORM**

EAST AND WEST TRAINING FORM

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EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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BADGE NUMBER \_\_\_\_\_ ON-LINE ACCOUNT ESTABLISHED Y ð N ð

**CHECK ONE OF THE FOLLOWING**

*Training Date:* \_\_\_\_\_ *EAST (8:30 – 12:00)* \_\_\_\_\_

*WEST (8:30 – 3:30)* \_\_\_\_\_

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**PAYMENT MUST ACCOMPANY THIS APPLICATION FORM**

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